



# Provisional to full registration

**This document is issued for general guidance only. It does not constitute professional advice. The issues with which it deals are complex and the document necessarily deals only with general principles. No reader should rely on this document for the purpose of making a decision as to action but should seek the appropriate advice from the Union on the particular circumstances of that reader. The Union accepts no responsibility for the consequences should any person act in reliance on this document without obtaining the appropriate advice from the Union.**

## What teaching experience is required?

The initial period of provisional registration is two years, with one extension of two years possible. To transition from provisional to full registration, a teacher must complete 200 days of teaching experience and meet the Australian Professional Standards for Teachers at the proficient stage.

If provisionally registered teachers do not meet the requirements for full registration by the end of the extended provisional registration period, they need to re-apply for provisional registration.

Provisionally registered teachers are not required to complete the minimum amount of teaching experience in one school. The teaching experience may include a number of individual days as well as periods of continuous teaching across a number of schools.

Experience in recognised schools in Australia or New Zealand is acceptable, as well as teaching in kindergartens using QCAA approved syllabuses.

## What evidence is required?

A teacher must provide to the nominated reviewer demonstrating evidence of each of the seven standards and take account of each of the descriptors. A piece of evidence can address multiple descriptors, within and across the standards. More detailed advice about the evidence required can be found in the Queensland College of Teachers (QCT) Evidence Guide.

## What is the process?

The Queensland College of Teachers has introduced an online application form to facilitate the process for provisionally registered teachers to move to full registration.

To access the form, the teacher or the school should log in using their user name and password. Either the teacher or the school can initiate the process.

The reviewer, who is either the principal, the deputy principal or another delegated person, is required to make an assessment of the teacher

against the Australian Professional Standards for Teachers (APST). Evidence must be provided to the reviewer to demonstrate achievement against the standards. The reviewer will then make a recommendation, which is sent to the teacher. The teacher will need to log back in to their online account to respond to the recommendation.

For teachers who have no access to the online form, a hard copy form will still be available. This should be completed by the reviewer and signed by the teacher before it is sent back to the QCT.

## QTU position

The QTU supports the provisional registration process. The provisional registration period should be accompanied by a beginning teacher induction program, whether or not the provisionally registered teacher is a permanent or supply/contract teacher.

The provisionally registered teacher should be allocated an experienced supportive teacher as their mentor. The mentor should provide non-judgmental support and advice to the beginning teacher and should not be a participant in any evaluation or assessment of their performance.

Teachers who undertake contract work in different schools may find it difficult to complete the transition to full registration during the period of a contract, particularly if they are unable to gather all of the evidence across all of the standards and descriptors during a term or a semester. Teachers in this situation should ensure that their principal/reviewer is aware of the process at the beginning of the contract, so that there is agreement about the expectations in terms of finalising the process. Ideally, the process should be undertaken at the same school, however, it may be necessary for reviewers at different schools to liaise with each other in order to determine which principal/reviewer will sign off on the teacher's move from provisional to full registration. Contract teachers should not be disadvantaged by the sporadic nature of their temporary/contract employment.

## Further references

QCT website:

[www.qct.edu.au](http://www.qct.edu.au)

QCT guide to "Moving from provisional to full registration":

[http://www.qct.edu.au/PDF/Quick\\_start\\_guide\\_moving\\_from\\_provisional\\_to\\_full\\_registration\\_OS01.pdf](http://www.qct.edu.au/PDF/Quick_start_guide_moving_from_provisional_to_full_registration_OS01.pdf)

Australian Professional Standards for Teachers:

<http://www.aitsl.edu.au/australian-professional-standards-for-teachers>

QCT Evidence Guide:

[http://qct.edu.au/pdf/TransitiontoFullRegistration\\_Providingevidenceofpractice.pdf](http://qct.edu.au/pdf/TransitiontoFullRegistration_Providingevidenceofpractice.pdf)